



Date Adopted: 08/24/1987

Date Revised: 07/17/2001

Title: Public Works Inspector

FLSA: Non-Exempt

General Purpose:

Under general direction of the Senior Civil Engineer, performs inspections of public works projects, subdivisions and other improvements requiring permits and inspections (excluding building inspection); and performs related work as required.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Duties may include, but are not limited to, the following:

Performs the inspection of street lights, park improvements, subdivision improvements, sidewalks, curbs, gutters, drainage systems, grading, encroachments, streets, public signs, landscaping, traffic signals, parking lots and other public works projects; determines compliance with applicable standards, specifications, ordinances, permits, and plans; inspects the work of utility companies, contractors, and private individuals within City rights-of-way; May collect samples of soils, concrete and other materials for testing purposes; arranges for field and laboratory testing of materials; assist with coordination between activities of other agencies or departments relating to construction projects; prepares monthly progress payment reports for Capital Projects; investigates and responds to complaints arising from construction activity; prepares daily inspection/construction reports; revises drawings to reflect as-built conditions; works with contractors, engineers, and the public regarding construction projects; and performs other field and office duties as assigned by the Senior Civil Engineer.

Minimum Qualifications:

Knowledge of:

Principles, methods, materials, and equipment used on public works projects.
Appropriate safety precautions during construction.
Work standards, specifications and codes relating to public works construction activities.
Basic survey practices.
Material sampling, testing.
Customer service techniques.

Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Ability To:

Perform minor drafting work.

Use sound inspection techniques to detect deviations from plans and specifications.

Read and interpret construction plans, diagrams, specifications, survey stakes and notes.

Accurately use measuring and survey tools and equipment as required for making inspections and collecting data for reports and records.

Make accurate mathematical calculations.

Maintain accurate inspection records and prepare a variety of reports.

Communicate effectively orally and in writing.

Operate an automobile.

Conduct field inspections during inclement weather.

Work independently.

Maintain a cooperative working relationship with fellow employees, contractors, developers and the general public.

Physical Standards:

The physical standard described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk and hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to read fine print on blueprints and video display terminals (VDT's); bend and twist to reach files, walk and stand. While performing duties, the employee is regularly required to use written and oral communication skills; speak to be heard and clearly understood, sometimes above the noise of heavy construction equipment; bodily movement to move across rough terrain and bridge scaffolding; climb into and out of manholes and trenches, 30 foot ladders and several flights of stairs and climb high banks of uneven terrain; strength to carry a 10 pound ladder up and down stairs; ability to lift and/or maneuver up to 30 pounds; interpret information, documents, code, and plans; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Training and Experience:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: The position requires completion of high school or equivalent as necessary to provide the required reading, writing and mathematical skills. Additional course work in construction and/or engineering is desirable.

Experience: Minimum of two years of full-time responsible work experience in construction inspection, preferably including experience as a public works construction inspector.

Licenses; Certificates; Special Requirements:

Possession of valid California Class C drivers' license with a satisfactory driving record and Certificate of Automobile Insurance for Personal Liability.